

**Uniform Application for Accreditation
of Mortgage Loan Broker Continuing
Professional Education**

Please return to:

**S.C. Department of Consumer Affairs
Legal Division
P.O. Box 5757
Columbia, SC 29250-5757**

1. Name and address of organization providing or sponsoring the activity
(not the name of person applying):

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●

●

2. Phone number of provider/sponsor:
()

3. Title of the education activity: _____

4. Date(s), location(s) and time(s) of course: _____
Include the name of the facility where the course was held, as well as city and state. Include your start and stop date and time.

5. Registration fee: _____

6. Writing surface available? ☐ Yes ☐ No

7. Method(s) of presentation:

- ☐ faculty in room with participants ☐ telephone to broadcast site
☐ satellite/microwave ☐ audiotape presentation ☐ discussion leader present
☐ videotape presentation

8. Advertised to: ☐ Mortgage Loan Broker ☐ Other-specify _____

9. List any admission restrictions: _____

10. "In-house activity" requirements: ☐ open/publicized to outside mortgage loan brokers ☐ outsiders are _____% of faculty

11. Method of evaluation: ☐ participant critique ☐ independent evaluator ☐ none ☐ other _____

12. Description of materials to be distributed: ☐ total pages _____ ☐ looseleaf ☐ bound

When are materials distributed? ☐ before program ☐ at program ☐ other _____

13. REQUIRED ATTACHMENTS to this application

- a. time schedule (brochure, course outline, course description)
b. table of contents or equivalent
c. faculty name(s) and credentials (if not in brochure or description)
d. complete set of course materials

NOTE: A breakdown of time must be submitted with this Application.

14. Total minutes of instruction, not including breaks, meals or introductions _____

15. Approval by other states:

Granted by _____

Denied by (state reasons) _____

16. Submitted by: ☐ employee of sponsor/provider ☐ individual mortgage loan broker

I affirm that I have completed and reviewed all information required in this Uniform Application and that all information contained herein is true and correct. I understand that giving false information in this Uniform Application constitutes cause for denial of my CPE credit and may cause revocation of my broker license.

Signature

Print or type your name

Title

Date

7/01/98CPE12 Revised: 02/00

Provider No. _____

Course No. _____

NOTICE OF DECISION

(To be completed by the state accreditation office.)

The following action has been taken on this application:

- ☐ Approved for _____ CPE credits
☐ Course approval denied.
Reference _____

Date: _____ CPE Staff _____

Company Name

Company Address

Company Telephone Number

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Continuing Professional Education.

Definitions: A) Department means the S.C. Department of Consumer Affairs;
B) Panel means the Continuing Professional Education Panel which meets to approve/disapprove course providers, instructors and courses for mortgage loan broker continuing professional education.
C) Uniform Application means Uniform Application for Accreditation of Mortgage Loan Broker Continuing Professional Education.

Section 1. Chapter 58, Title 40 of the 1976 Code is amended by adding:

"Section 40-58-67. Effective for license years beginning after September 30, 1998, all licensed mortgage loan brokers must complete at least eight hours of continuing professional education annually. If the licensed mortgage loan broker is a sole proprietorship or partnership, any owners and partners must complete the required eight hours of continuing professional education annually. If the licensed mortgage loan broker is a limited liability company or corporation, any member or president, chief executive officer, or other officer who has ownership interest of twenty-five percent or greater and who actively participates in the broker entity must complete the required eight hours of continuing professional education annually. Up to eight hours of continuing professional education may be carried forward from one year to the next year; for the license year beginning October 1, 1998, up to eight hours of continuing professional education taken in the proceeding twelve months may be carried forward. The continuing professional education completed must be reported to the department annually on a form approved by it showing the date and title of the courses taken, the teacher or sponsor of the course taken, and the hours of continuing professional education claimed for the course. If the course is taught in a classroom setting, fifty minutes of classroom contact shall equal one hour of continuing professional education. Course sponsors must maintain records of attendees for two years after the course. As used in this chapter, 'actively participates' means engaging in direct loan brokering activity as defined in Section 40-58-20(3) and (4).

Documentation of attendance at the courses completed must be maintained by the mortgage loan broker and shall consist of a certificate of completion issued by the teacher or sponsor of the course showing the recommended number of hours of continuing professional education. This documentation is subject to inspection by the department for up to two years after the date of the course. Courses offered by the National Association of Mortgage Brokers, the South Carolina Mortgage Brokers Association, the Department or courses related to real estate law or related law topics, appraisals, mortgage lending, financial management, financial planning, or mortgage processing are considered to qualify for continuing professional education. The Department shall offer continuing professional education courses to assist mortgage loan brokers in obtaining the continuing professional education required by this chapter.

The Department shall appoint two mortgage loan brokers and one representative of the department to a panel for two-year terms to approve any courses questioned as to their qualifications as continuing professional education. The panel may conduct its meetings via conference call. The department shall develop a questionnaire to ascertain the interest and background of potential members of this panel.

If a mortgagee loan broker fails to complete his continuing professional education in a timely manner, his license shall expire and the licensee shall pay a penalty not in excess of one hundred dollars in order to renew the license.

However, the mortgage loan broker may request an administrative hearing to appeal the expiration of his license for failure to complete continuing professional education requirements. A license may be renewed without penalty within thirty days after the expiration if the broker completes his professional education requirements.

Instructions:

If a course provider does not submit the required documentation for CPE approval, the broker may submit the Uniform Application for CPE approval. However, the broker must also submit with the Uniform Application the documents requested in No. 13. The broker will be notified whether the CPE course is approved or denied CPE credit. If course materials are lengthy, send a copy of the cover page, the Table of Contents and any items that will identify the course content to the CPE Panel for their consideration. A time schedule must be included with the Uniform Application, to clearly demonstrate to the Panel how much time was spent on each topic.